**The Seven Hills School**
**Director of Instructional Technology**
**Job Description**

The Director of Instructional Technology is responsible for developing, implementing and supporting a strategic vision for instructional technology.

Specific responsibilities include:

**Vision**
- Develop and continuously refine a school-wide strategy for the judicious use of instructional technology to support the school's mission.
- Research and evaluate new and emerging educational technologies.
- Guide the school's on-going efforts to ensure that students in each division acquire the full range of technological skills they will need for success at the next level.
- Collaborate with MS/US department chairs and LS curriculum coordinators to identify technologies to support specific instructional goals.
- Network with local, regional, and national technology associations.

**Faculty Training**
- Orchestrate on-going professional training to create school-wide vision about the use and benefits of instructional technology.
- Work with division heads, MS/US department chairs, and LS curriculum coordinators to foster and support a culture of innovation and experimentation.
- Establish systems for teachers to access, preview, or pilot new hardware and software applications.
- Develop, coordinate, and teach workshops to train teachers in the use of new tools and instructional applications.
- Provide technical assistance to individual teachers as they deploy new devices or applications.
- Assist with the development of and participate in technology user groups.
- Facilitate the faculty's professional growth by identifying and recommending external professional development opportunities.

**Resource Allocation**
- Work in close coordination with Director of Technology and other key stakeholders to ensure that the school's technology budget is deployed as effectively as possible, focusing the resources on the key strategic priorities and initiatives.
- Work with the technology department to troubleshoot problems and ensure the smooth and efficient operation of devices and systems.

**Teaching**
- Design and teach introductory mini-courses to ensure that students at natural entry points (likely sixth and/or ninth grade) acquire a baseline competence with the software, applications, and devices they will use in their other classes.

**Desired Qualifications**

- Bachelor's degree in an appropriate field; Master's preferred
- Three to five years of classroom experience
- Expertise in the alignment of instructional technology with curriculum
- Ability to communicate and work well with faculty, administrators, students, and parents
- Ability to think strategically, plan effectively, and implement successfully
- Excellent trouble-shooting skills; ability to narrow down an issue's cause and determine a solution
- Eagerness to learn new technologies as needed
- Superior organizational skills, attentiveness to detail
- Industry certifications relevant to position, e.g., Apple, Microsoft, Google-Certified Educator, or equivalent